

JOB DESCRIPTION

Junior Professional Officer, Instructional Designer

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Market Development / SME Trade Academy
Duty station	Geneva
Comments	1 Year with possible extension

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

The Division of Market Development (DMD) offers technical assistance to public and private sectors to create inclusive, sustainable business environments for increased trade and investment. It integrates the business perspectives into trade development strategies, negotiations, and domestic policy reforms.

The SME Trade Academy is committed to delivering high-quality educational experiences through both online and face-to-face courses.

The goal of this position is to assist in designing, developing, and evaluating instructional materials and experiences. This includes both online and face-to-face courses. The Instructional Designer will be involved at all stages of the course development process and will interact with Subject Matter Experts and ITC project managers to create effective and engaging learning solutions.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Programme Manager, and direct supervision of the Senior Advisor: E-Learning the Junior Professional Officer will:

- Assist in designing instructional materials, including course outlines, syllabi, lesson plans, , assessments, and activities for both online and face-to-face courses; monitor and analyze the development and implementation process, identifying and tracking follow-up actions..
- Collaborate with Subject Matter Experts and ITC project managers to ensure content accuracy and relevance.
- Utilize instructional design models and theories to create effective learning experiences.
- Support the integration of technology tools and platforms to enhance learning experiences.
- Assist in the development and implementation of AI-driven learning activities and assessments.
- Monitor and evaluate emerging educational technologies; propose viable applications of these technologies to improve course delivery methods.

- Ensure that all graphic design elements align with the branding and instructional goals of the courses.
- Participate in the review and evaluation of instructional materials to ensure quality, consistency, and alignment with learning objectives.
- Collect and analyze feedback from learners and instructors to continuously improve course content and delivery.
- Provide support and training to instructors and technical experts on the use of instructional technologies and best practices in teaching and learning.
- Assist in troubleshooting technical issues related to course delivery.
- Assist in managing instructional design projects, including timelines, deliverables, and stakeholder communication.
- Perform any other related duties as required.

ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity

ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

CRITICAL JOB-SPECIFIC COMPETENCIES

Professionalism: Conceptual analytical and evaluative skills to conduct independent research and analysis, Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

REQUIRED COMPETENCIES AND KNOWLEDGE

Knowledge and skills

Familiarity with online learning platforms (e.g., LMS such as Moodle, Canvas) and tools (e.g., Articulate, Captivate).

REQUIRED QUALIFICATIONS
<p>Education Advanced university degree in Instructional Design, Educational Technology, Education, Distance Learning or a related field. Note: A first level university degree with a relevant combination of academic qualifications and professional experience may be accepted in lieu of the advanced university degree.</p>
<p>Desirable knowledge and skills</p> <ul style="list-style-type: none"> • Knowledge and understanding of international trade and its application in educational contexts. • graphic design skills . • Understanding of data analysis for educational purposes. • Knowledge of AI applications in education and creative processes.
<p>Experience A minimum of two years of relevant experience in information technology and/or education.. A minimum of two years experience in online course design and development</p>
<p>Languages Advanced knowledge of English is required . Knowledge of another UN language would be an asset.</p>
LEARNING ELEMENT
<p>Through the assignment, the Junior Professional Officer will gain knowledge in:</p> <ul style="list-style-type: none"> • Using multimedia production tools (e.g., video editing software, graphic design tools). • Developing engaging and innovative instructional materials. • Current trends and best practices in instructional design, educational technology, and graphic design. <p>On completion of the assignment, the Junior Professional Officer is expected to</p> <ul style="list-style-type: none"> • Have acquired knowledge of international trade concepts and how they can be integrated into instructional materials. • Have participated in conferences and workshops related to digitalization of group training in the trade development and aid context.
BACKGROUND INFORMATION
<p>The JPO will join a dynamic, innovative and diverse team of 8 staff and several consultants who work remotely, all committed to enhancing the efficiency and effectiveness of ITC's training, with the support of pedagogy and technology.</p>